

## Description of CVSP Sections

TABLE OF CONTENTS	SECTION DESCRIPTION
<b>SECTION 1: GENERAL OVERVIEW</b>	
A) PROGRAM SUMMARY	This is the place for a general overview of the state's total MCSAP Program. Things to mention in this section would be items such as how many inspections, compliance reviews, and traffic enforcement details were conducted over the past year and the impact on the state's objectives. Other items to include are the state's history of involvement in MCSAP, general demographics, geographic, and economic conditions, etc. The state should also include its mission and goals.
B) DATA COLLECTION AND REPORTING	This is where to report your state's non-match ratio, non-match crash information and whether you have met the national inspection and crash timeliness standards for the past year. Quality and uniformity issues dealing with inspections and traffic enforcement activities should also be discussed here.
C) CRASH INFORMATION	States have the flexibility to provide crash numbers and crash rate information from available data. Items listed below are <i>suggestions</i> . States may provide additional statistics as available.
<i>Items in this section might include:</i> i) Commercial VMT ii) Commercial Crash Rate iii) Commercial Injury Rate iv) Commercial Fatalities v) Percentage of Crashes with Fatalities vi) Percentage of Crashes with Injury	<i>Graphs, charts, or tables may be useful in relating this information</i>
D) STATE HIGHLIGHTS	Items and activities that the State would like to mention such as: strike force activities, Trucker-N-Troopers, special projects that individuals are working on, recognition of staff and individual achievements, etc. This is the place for items that each State is proud of and would like to mention but do not fit in any other section of the plan.

SECTION 2: PERFORMANCE OBJECTIVES	
A) STATE SPECIFIC PERFORMANCE OBJECTIVES	
i) New State Specific Performance Objectives (if any)	New performance objectives that will be implemented during the upcoming year need to be addressed here. Remember that you will need to prepare a problem statement, objectives, strategies, and performance measures.
ii) Ongoing State Specific Performance Objectives (multi-year 3-5 year established objectives)	Previous year(s) performance objectives dealing with State specific problems need to be addressed here. This section must include the information created when the objective was created (problem statement, objective, strategies, activities, and measures), which should remain constant until the objective's life span comes to an end.
a) Status Update(s)	<p>This is a new section that will enable the State to give a status update of the past year's experience. Status updates give a year to year review of the stated objective. However, any adjustments made need to be mentioned. This might include such things as a big loss or gain in personnel committed to the specific task or a change in emphasis due to data analysis or legislative actions. Keep in mind that if you have a 3 - 5 year objective, you will have correlating status reports for each year. The status update for each year should be identified by year and have a paragraph or two of description for the objective. Monitoring reports completed throughout the year will be extremely useful when writing the status update.</p> <p><i>***Graphs, charts, or tables may be useful in relating this information</i></p>
iii) Completed Performance Objectives	Objectives completed during the previous year should be discussed in this section.
a) Status Update(s)	<p>Status updates that have been compiled throughout the life of the objective should be placed here. This gives the reader a year-to-year review of the project.</p> <p><i>***Graphs, charts, or tables may be useful in relating this information</i></p>
b) Evaluation	<p>The final evaluation of the completed objective is entered here. This evaluation should discuss whether the objective was met, discussions of actual results compared to projected results, and any modifications that were necessary during the life of the project.</p> <p><i>***Graphs, charts, or tables may be useful in relating this information</i></p>

B) NATIONAL PROGRAM (CORE) ELEMENT PERFORMANCE OBJECTIVES	The National Program Elements consist of those elements that provide the foundation of the MCSAP. While State specific objectives will probably include one or more of these elements, these objectives generally account for a small percentage of a State's program. State specific objectives rarely encompass a State's entire MCSAP program. While each State has the flexibility to decide the appropriate mix of core activities, each of the core elements should be addressed in the annual CVSP. This section is for those activities beyond those used in the State specific objectives. For example, inspections may be the tool used in a State specific objective but account only for a small percentage of the total MCSAP effort. You must account, in a performance-based manner, for the remainder of the MCSAP program by employing National Program Elements.
<ul style="list-style-type: none"> <li>i) Driver/Vehicle Inspections</li> <li>ii) Compliance Reviews</li> <li>iii) Traffic Enforcement</li> <li>iv) Public Education and Awareness</li> <li>v) Data Collection and Reports</li> </ul>	Because of the importance of maintaining National Program Elements, justification sheets have been provided in the training handouts for States to use. These justification sheets provide States with narrative that describes the need for the maintenance of these activities. You will notice that the States still maintain flexibility in dedicating their resources to where the problems are. Strategies, activities and performance measures should be addressed to assure the performance-based requirement is met.
C) MONITORING	A description of the State's plan for ongoing monitoring of the performance measures and progress toward the objectives. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made.
<b>SECTION 3: BUDGET</b>	
A) BUDGET SUMMARY	The budget summary should include dollars budgeted for each National Program Element as well as the projected number of activities in each element.
B) LINE ITEM BUDGET	
<b>SECTION 4: STATE CERTIFICATIONS - Part 350</b>	
<ul style="list-style-type: none"> <li>A) STATE CERTIFICATION (PART 350.211)</li> <li>B) ANNUAL CERTIFICATION OF COMPATIBILITY (PART 350.311)</li> <li>C) MCSAP CONTACTS</li> <li>D) PLANNING MEMO ITEMS</li> </ul>	Please provide copies of required documentation under Part 350 and 355 submission requirements.

**SECTION 5: STATE TRAINING PLAN**

	<p>In an effort to assist the States in planning all training needs to be funded through MCSAP, the plan contains spaces for non-NTC courses as well. Please be certain to plan for the \$25 certification testing fee for each student attending the basic hazardous material courses (General Hazardous Materials, Cargo Tank/Bulk Packaging, and Introduction to Hazardous Wastes/Substance, Explosives and Radioactive Materials ) as well as the basic North American Standard Inspection (NASI) and Motor Coach Inspector courses. You might include the certification test fee cost estimate in column seven, "Other Costs."</p>
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